



Internal Quality Assurance Cell (IQAC)
Koneru Lakshmaiah Education Foundation
Greenfields, Vaddeswaram, GUNTUR – 522 502

Minutes of Meeting of 40th Advisory Committee Meeting
Held "Online – WebEx" on 24.06.2022, 11.00 am.

In Chair: Hon'ble Pro VC

The 40th Advisory committee meeting by Internal Quality Assurance Cell, KLEF was held on 24.06.2022. The Dean, Quality commenced the meeting by welcoming the members.

Discussion on Agenda Items:

The Agenda Items for discussion are given below.

A. Reporting Items:

1. Report on Deans Audit by External Team
2. Report on Central Facilities audit.
3. NBA accreditation process.
4. Achievements of KLEF (Data Quest 2022, T.H.E. Impact Rankings 2022 & T.H.E. Asia University Rankings 2022, etc.).

B. Agenda Items:

1. ATR on the Last IQAC Advisory Committee meeting held on 29-03-2022.
2. Preparation of various Policies.
3. All statutory committees of the University should have one member from IQAC.
4. Preparation of Smart Village Revolution Document and placing it in public domain.
5. KLEF Annual Report Preparation and placing it in public domain.
6. Projection of Skill development of the student as distinctive feature. Best practices: (i) Corporate Social responsibilities (CSR), viz. smart village, social outreach programs. (ii) Social work and sports/two skilling courses as mandatory Graduation Requirements.
7. Any other item, with the permission of chair.

Reporting Item 1: External Audit Report

The Dean, Quality presented the External audit reports to the committee. The audit observations, recommendations/suggestions were already communicated to the concerned Deans, COE & the Registrar. Summary of observations is presented by Dean-Quality and are as follows:

Dean, Academics

Audit observations:

- ❖ Syllabus revision was downward in trend.
- ❖ No policy document was properly maintained.
 - Non-Fit to Technical (NFT) system
 - Major, minor specialization/stream selection
 - Acceleration and deceleration.
- ❖ For QIMs: limit text and keep pictorial presentations; not to give generic information; quote examples.

Dean, Student Affairs

Audit Observations:

- ❖ Agriculture program needs Indian Council of Agricultural Research (ICAR) approval.
- ❖ No proper policy document on financial powers; Approving authority/body meeting in which it was approved - Missing.
- ❖ IT policy needs revision.
- ❖ Expenditure of library was reduced. MOODLE, LMS, etc. be through library portal.
- ❖ Classrooms, labs, and other University facilities should be provided with RFID devices.
- ❖ The annual report of concerned divisions of the University should be available in support of the achievement of set targets mapped in the Strategy document.
- ❖ Signages, Layout plan – to be displayed at specific places and use latest technology.

Dean, Student Affairs

Audit Observations:

- ❖ Highlight the University unique extension activities, viz. Smart village project, Service during COVID-19 pandemic, KL Radio maintained by students, etc.
- ❖ In the National Education Policy 2020 (NEP), one of the important outcomes is extension activities.
- ❖ Establish a department/unit/center managed and maintained by females only.
- ❖ With Data and success stories of extension activities, publish few papers in good, indexed journals in collaboration with other departments.

Dean – Student Progression & Skill Development

Audit Observations

- ❖ Along with SWEAR analysis report, maintain student goal achievement report/ student portfolio development.
- ❖ Percentage of students awarded Scholarship is alarming. Fee concessions cannot be considered as scholarships and proper documentation is required.
- ❖ Progress to higher education is low.
- ❖ Keep records of training non-teaching staff and systemize these training programs.
- ❖ Faculty pedagogical and communications skills are poor.

Dean, R&D

Audit Observations:

- ❖ Review the ratio of full-time and part time PhD scholar's number.
- ❖ Policy for part time with norms is not available.
- ❖ Pay stipend to Post Doctoral Fellows through internal projects.
- ❖ Policy on revenue sharing, patents and copyrights issues should be reviewed and strengthened.
- ❖ Inter-department /collaborative research appears to be lacking.
- ❖ Establish 2-3 Department Chairs for enhancing Research: on priority basis especially for the Department of CSE.

Controller of Examinations:

Audit Observations:

- ❖ The examination and evaluation system adopted is fully autonomous by internal faculty only and there are no external quality checks.
- ❖ Feedback needs to be collected on teachers on question paper setting/evaluation/ teaching.
- ❖ A security platform for online courses/exams should be presented.
- ❖ Data backup at a different location may be thought off.

OL & ODL

Audit Observations:

- ❖ Failed to show any website or online teaching learning support software for OL & ODL class work.
- ❖ Not able to specify technology used to reach differently abled students.

With the present status of OL & ODL, only 25% of 100 points could be achieved.

Dean, Faculty & Staff Affairs

Audit Observations:

- ❖ Faculty and student ratio should be less than 1:15. Take measures to retain faculty.
- ❖ Policy Documents for sanction of amount to participate faculty in conferences need to be approved by BOM.
- ❖ Report all benefits, awards, incentives, etc. received by faculty members might be displayed in the annual report of the University.

Registrar's Office

Audit Observations:

- ❖ Policies to be maintained as proof of decentralization.
- ❖ To prepare separate codes of conduct for students, faculty, and administrators.
- ❖ Code of conduct - revise by considering online classes, online meetings, University WhatsApp groups, etc.

Dean-Quality

Audit Observations:

- ❖ Data banks must be focused on requirements for National and International accreditation, rankings and ratings, annual reporting, etc.
- ❖ Let each Dean give periodic (Quarterly) presentation on their target achievement in the presence of all other Deans at IQAC.
- ❖ To publish a report from IQAC on University data and it should be placed in public domain at frequent intervals.
- ❖ All statutory committees of the University should have one member from IQAC.
- ❖ Future plan, i. e. 'Strategic Plan 2023-27' needs to be approved in IQAC and then BOM.

The Dean-Quality suggested that IQAC shall share the 'Strategic Plan 2023-27' with the Registrar and the Deans for their suggestions and for preparing Action Plan for achieving the same.

Reporting Item 2: Central level facilities audit report

The Dean, Quality submitted the central facilities audit report to the committee with the audit observations and recommendations for improving the quality parameters. The Dean, Quality stated that the audit of both boys' and girls' hostels, canteen and transport were conducted.

The following are the audit observations and suggestions submitted by IQAC.

Boys Hostels:

Audit Observations:

- The fire prevention systems are not installed properly and are not in working condition.
- Sliding type PVC glass doors are installed for all the windows without any safety grills.
- Indoor game facility is not available; Dispensary is not available in the hostel.
- Claimed that, well balanced diet is scheduled under the directions of nutritionist. Nutrition report was not provided at the time of audit.
- It is observed that the drainage pipes installed in the dining hall ceiling are visible and looks uncomfortable in the dining area.
- Parents waiting hall is required as new Admissions are in progress.
- No special benefits are extended to the hostel students who are doing projects/engaged in extension activities/ hobby clubs/ Placement training sessions.

Girls Hostels:

Audit Observations:

- In the food feedback register, students complained that rice is not properly boiled, and they felt it is like eating rice grains.
- In Vindhya & Aravali hostels, most of the students are complaining that black colored water is coming from hostel taps from morning hours. During night hours drinking water is not available in coolers located on each floor.

Sports

Audit Observations:

S. No.	Description	Remarks
1	a) Provide the Organogram chart for sports	To be updated
	b) Are the PDs being sufficient and qualified?	Shortage of 3 PDs.
2	a) Financial Audit reports	Yet to be conducted by Accounts department.
	b) Any other details.	Achievements of Elite category players (details) are missing.
3	Provide the details of sports certificate course conducted	30 IV-year students are yet to complete their sports certificate course. (CSE-14 BT – 6 ECM – 2 ECE – 3 ME – 5) As semester is completed immediate action to be taken on this issue.
4	In case of damage what actions you are taking? Provide the ATR.	There is no policy indicating the action to be taken on students who are breaking/spoiling the sports equipment.

Transport Department

Audit Observations:

S. No.	Description	Remarks
1	Financial audit reports	Not conducted
2	Transport Organogram	Available, needs some modifications.
3	Transport Advisory Committee	Required to constitute new committee
4	Details of vehicle permits renewals	Will be done after break fitness
5	Details of vehicle fitness undergone	Break fitness. Planned to go for permit renewals in the month of May 2022.
6	Details of GPS trackers purchased	Planned to do in house repair of old GPS trackers.

Reporting Item 3: NBA accreditation process

The Dean, Quality informed the committee that the NBA Accreditation is being taken up by the following Departments.

- Department of Biotechnology
- Department of Computer Science & Engineering
- Department of Electronics & Communication Engineering

NBA Accreditation Status:

- NBA Pre-qualifier – Submitted.
- NBA SAR – Submitted.
- Option for Assessors date of visit to be finalised.

Reporting Item 4: Recent achievements of KLEF

The Dean, Quality portrayed the recent achievements of KLEF to the committee.

A. Data Quest-Top T-Schools in India 2022:

6th -Top 100 T-Schools (overall): government and private sector)

- 2nd -Top T-Schools in India 2022 (Private).
- 4th -Top South-Zone T-schools 2022"

<https://drive.google.com/file/d/16nHArgpYIHgkfb1PjYMfpUBquTRVrjIY/view>

B. THE-Impact ranking-2022:

- THE-impact ranking-2022: 601-800
- KLEF participated in 15/17 SDGs:
- GOAL 1: No Poverty: 101-200
- GOAL 2: Zero Hunger: 400+
- GOAL 3: Good Health and Well-being: 801-1000
- GOAL 4: Quality Education: 801-1000
- GOAL 5: Gender Equality: 601-800
- GOAL 6: Clean Water and Sanitation: 201-300
- GOAL 7: Affordable and Clean Energy: 301-400
- GOAL 8: Decent Work and Economic Growth: 401-600
- GOAL 9: Industry, Innovation, and Infrastructure: 301-400
- GOAL 10: Reduced Inequality: 600+
- GOAL 11: Sustainable Cities and Communities: 401-600
- GOAL 12: Responsible Consumption and Production: 201-300
- GOAL 13: Climate Action: 301-400
- GOAL 14: Life Below Water - Not participated.
- GOAL 15: Life on Land - Not participated.
- GOAL 16: Peace and Justice Strong Institutions: 601-800
- GOAL 17: Partnerships to achieve the Goal: 801-1000

https://www.timeshighereducation.com/rankings/impact/2022/overall#!/page/0/length/25/sort_by/rank/sort_order/asc/cols/undefined

C. THE-Asia University Rankings-2022-**351-400**

https://www.timeshighereducation.com/world-university-rankings/2022/regional-ranking#!/page/0/length/25/sort_by/rank/sort_order/asc/cols/stats

D. Times Engineering rankings (2022)

KLEF Deemed to be University	
Category	Rank
Top 175 Engineering Institute - Overall Rankings 2022	5
Top 125 Private Engineering Institute Rankings 2022	2
Top regional Engineering Institute Rankings (South Zone) 2022	2
Top Engineering Institutes on Placement-2022	16
Top Engineering Research Rankings 2022	4

Dr A. Srinath, Dean (Student progression & Skill Development) has informed the members of the just received achievement by KLEF. KL Deemed to be University is ranked All India No: 1, for second consecutive tenure, by AICTE- Eduskills for the Virtual Internships during the period March to June 2022. The Internships taken by our students were in:

1. AWS Academy
2. BluePrism Robotic Process Automation
3. Juniper Networks
4. RedHat
5. Celonis
6. PaloAlto

A total of 3482 students have successfully completed the Internships, blended with learning experience through hands on projects done as part of the internships.

Agenda Item 1: ATR on the Last IQAC Advisory Committee meeting held on 29-03-2022.

The following items were resolved in the Last IQAC Advisory Committee meeting held on 29-03-2022:

A. Formation of Committee for Identifying and Establishing CPE (Centre for Potential of Excellence)

- *Centre for Advanced Research and Innovation in Structural Biology of Diseases (BT)*
- *Center for Space Technology and Atmosphere Sciences (ECE)*

On the direction of the Registrar, the Dean-R & D has formed separate Committees for Identifying and Establishing CPE (Centre for Potential of Excellence). The work is progress.

B. Identification of Laboratories for possible Certification by NABL

Regarding the above, Dr Chappidi Hanumantha Rao, Dean-SA & former Head, Dept of Civil Engg has informed the members that the Department of Civil Engg has been availing the services of a Consulting Agency and are in the process of obtaining NABL Certification for their Material Testing Laboratory and should be getting the distinction in the next couple of months.

C. Formation of Committee for Enhancement of Public Perception.

Regarding the above, The Registrar has formed the following Committee for Enhancement of Public Perception.

S. No.	Name of the Faculty	Designation	Role
1	Dr P. V. Chalapathi	Professor of ME & Dean(F&SA)	Convener
2	Dr Ch. Hanumantha Rao	Professor of CE & Dean (SA)	Member
3	Dr L. Koteswara Rao	Principal-CoE, KLUH	Member
4	Dr Chetan Bajaj	Professor, MBA	Member
5	Dr P. Venkateswara Rao	Professor & HoD-MBA	Member
6	Mr. Hari Kiran Vege	Assoc. Professor & HoD-CSE (H)	Member
7	Dr Sundari Dadhabai	Assoc. Professor, BHM	Member
8	Ms. Parul Shukla	Asst. Professor, College of Law	Member

Agenda Item 2: Preparation of various Policies

List of Policy documents to be Developed/Revised/Authenticated is as follows:

Dean-Academics:

1. Curriculum development and revision.
2. Establishing equivalence of online courses with off-line courses.
3. Non-Fit to Technical (NFT) system in case of dropouts after 1st year Engineering.
4. Cap on major, minor specialization/stream selection in a class.
5. Flexibility of opting courses as well as acceleration and deceleration must be part of the policy.

Dean (R&D):

1. Norms for part time PhD. Develop and disseminate policy, clearly stating guidelines about enrolment norms for full-time and part-time scholars (e. g. Age limit 40+; only government industry working people allowed for part time PhD, etc).
2. Policy on revenue sharing, patents and copyrights issues should be reviewed and strengthened.

COE

1. Guidelines for setting question papers and evaluation.
2. Security platform for online courses exams.

3. Data backup at a different location.

Dean (P&D):

1. Delegation of financial powers.
2. IT policy: penalty provisions must be incorporated for misuse or damages. Appropriate provisions for Data security including firewalls and backup, rules, and regulations for conducting and attending online classes, use of internet, social media groups, etc. need to be clearly mentioned to the users and proper undertaking on this to be obtained. A monitoring and reporting system on the IT facility needs to be developed.

Dean (F&SA):

1. Policy Documents for sanction of amount to participate faculty in conferences need to be approved by BOM and it should be reflected in the minutes of meeting.
2. Faculty study leave approval policy document.
3. Financial policies/ordinances.

Registrar's Office:

1. Policies to be maintained as proof of decentralization. (Organogram, financial approval authority, Students in committees, etc.)
2. Reservation policy for SC, ST, OBC.

Dean-Quality:

1. IQAC should ensure policies for all activities throughout the University are developed and disseminated at par with standards.
2. Properly developed and duly approved policies should be disseminated.
3. The Policy document should have the details of the approving authority/body meeting in which it is approved, effective date and procedures for implementation/application of the policy etc.
4. In policy document, on the first page, it is essential to mention date of approval by BOM/AC including date, number of BOM/AC approval.
5. Policy or regulation need to be approved and every policy should be institutionalized.
6. Indicate "Draft" for the policies which are not approved in the first page of policy.

After briefing about the development/revision/authentication of various policy documents, the Dean-Quality requested the Hon'ble Pro-VC to instruct the Deans to prepare their respective policies as suggested by the external audit team for which the Hon'ble Pro VC gave his approval.

Resolution: It is resolved that the Deans, COE, and the Office of Registrar prepare their respective draft policies as suggested by the external audit team and submit them to Dean-Quality within a month for vetting and further processing.

Responsible Persons: All Deans, COE, and the Office of the Registrar

Agenda Item 3: All statutory committees of the University should have one member from IQAC.

The Registrar informed the members that most of the University Statutory Committees are already having the presence of IQAC. He also assured that all statutory committees of the University shall have one member from IQAC.

Resolution: It is resolved that all statutory committees of the University should have one member from IQAC

Responsible Person: Office of the Registrar.

Agenda Item 4: Preparation of Smart Village Revolution Document and placing it in public domain.

After deliberations, the Registrar has asked Dr. Ch. Hanumantha Rao, Dean-SA to complete this task on or before 31 July 2022.

Resolution: It is resolved that Dr. Ch. Hanumantha Rao, Dean-SA shall submit the Draft Smart Village Revolution Document to Dean-Quality on or before 31 July 2022.

Responsible Persons: Dr. Ch. Hanumantha Rao, Dean-SA.

Agenda Item 5: KLEF Annual Report Preparation and placing it in public domain.

Resolution: It is resolved to prepare KLEF Annual Report before the next Convocation and place it in public domain.

Responsible Person: Dr. K. Ramakrishna, Dean-Quality.

Agenda Item 6: Projection of one distinctive feature and 2 Best practices for the AY_2021-22 to NAAC:

Based on the suggestions of the recently visited External Audit Team, the Dean-Quality suggested the following items for submission to NAAC for the current AY_2021-22 (AQAR_2021-22):

A. Distinctive feature of KLEF: Skill development of the students

B. 2 Best practices:

- (i) Corporate Social responsibilities (CSR), viz. smart village revolution, social outreach programs, etc.
- (ii) Social work and sports/two skilling courses as mandatory Graduation Requirements.

There was some discussion regarding use of the word 'CSR' (Corporate Social Responsibility) as KLEF Deemed to be University is an Academic Institution. Upon the suggestions of the Registrar and the Hon'ble Pro VC, the Dean-Quality has assured the members to identify a more appropriate term in place of 'CSR'.

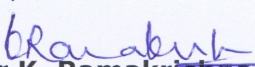
Resolution: It is resolved to consider Skill development of the students as Distinctive feature of KLEF and smart village revolution and social work and sports/two skilling courses as mandatory Graduation Requirements for submission to NAAC (AQAR_2021-22) for the current AY_2021-22.

Responsible Person: Dean-Quality.

The Registrar instructed all concerned to comply with the resolutions of this meeting on or before 31 July 2022. The Dean-Quality informed the Registrar that IQAC will send necessary communications routed through the Registrar next week.

The meeting was adjourned with the Hon'ble Pro Vice-Chancellor thanking the members for their cooperation.

To: All the Advisory Committee Members
Cc: IQAC File


Dr K. Ramakrishna
(Dean-Quality)
DEAN (Quality)
K.L.E.F.
Green Fields, Vaddeswaram,
Guntur District, Pincode: 522 502.